THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Capital Projects
DIVISION: Administration and Finance
REPORTS TO: Director, Office of Capital Projects
SUPERVISES: Professional staff and support staff
GRADE: 15

BASIC FUNCTION:

Responsible for planning, managing and documenting all new construction, major rehabilitation, and deferred maintenance projects involving all University facilities, grounds, and major utility systems on all campuses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and maintain a Construction Project Management Program to be used to document all projects from planning to closeout and archive. Assist in the selection of appropriate construction delivery method.

Manage department Business Office functions overseeing all financial aspects of department projects.

Provide engineering and architectural services for new construction and major rehabilitation and renovation projects, working with campus departments to translate program requirements into required facility components and configurations.

Coordinate with Project Managers assigned to oversee the progress and performance of contractors undertaking construction and renovation projects on the University campuses and manage the payment authorization process on such projects.

Maintain a comprehensive working information base regarding the existing complement of structures, systems, and landscape constituting the University’s physical plant with detailed
information on the configuration and condition of all such components.

Assist and support the University’s Five-year Asset Protection and Maintenance Plan, Major Rehabilitation and Conversion Plan with detailed descriptions of prioritized project funding needs and proposed funding sources. Coordinate with Campus Planning and Design and Facilities Services on major maintenance, asset protection and planning efforts.

Assist in preparation program specifications for the University’s Capital Development Plan for major construction projects with the academic Deans and Vice Presidents in accordance with State requirements.

Assist in coordinating a five-year planning process in support of asset protection for auxiliary enterprise facilities and the commitment of Maintenance Reserve funds.

Assist in the implementation and further development of the Campus Master Plan for Parking, Circulation and Landscaping.

Work with the Office of the State Building Code Commissioner and the State Fire Marshall and other local, State and Federal departments and officials regarding construction projects.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers; word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is subject to both indoor and outdoor work and to extreme cold and hot temperatures. The potential exists for exposure to noise, vibration, hazards, atmospheric conditions and oils.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Engineering, Architecture or equivalent; a minimum of seven years of combined experience in construction management, estimating, and documentation of construction projects and five years’ experience in managing professional personnel in an institutional or large corporate setting; working knowledge of AutoCAD, project scheduling and project management software; registration as a professional engineer or professional architect.